WISVOTE ABSENTEE: THE DEFINITIVE PRE-ELECTION GUIDE

2022 WisVote Fall Webinar Series

1

Today's Webinar Panel

Patrick Brennan - WisVote Training Officer

Jeff Harrison - WisVote Specialist

Sara Linske - IT Project Manager

Sarah Statz - Senior WisVote Specialist

Riley Willman - Senior Election Specialist

2

Today's Agenda

Ongoing Absentee Tasks
- Absentee Sources in WisVote
- In-person absentee: timeline and impacts
- Ballot Sent Date
- Returned Ballots in WisVote

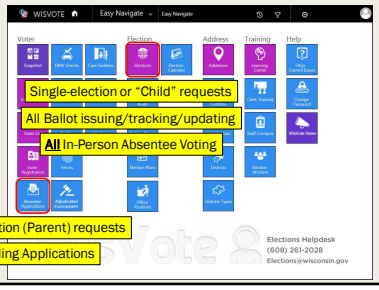
Upcoming Absentee Tasks (November Pre-Election)
- Batch Processing
- Printing Labels
- Troubleshooting and Settings

3

Current Absentee Tasks

4

Current Absentee Tasks



5

Current Absentee Tasks

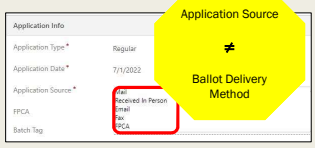
Absentee Sources in WisVote

How did the application arrive?

Mail/Fax/Email: Straightforward

FPCA = Federal Post Card Application

Online not an available choice



Application Source ≠ Ballot Delivery Method

Received In Person ≠ In-Person Absentee Voting!

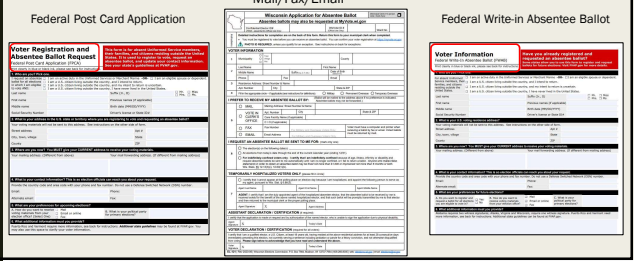
6

Current Absentee Tasks

Absentee Sources in WisVote

Mail/Fax/Email

Federal Post Card Application



Federal Write-in Absentee Ballot

7

Current Absentee Tasks

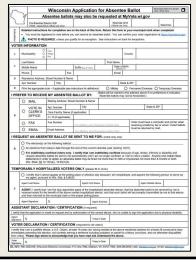
Absentee Sources in WisVote

Mail/Fax/Email

Absentee requests don't have to use approved forms

Valid request:
Name — Election(s)
Address — Photo ID (if required)
Mailing address (if different)

"Can be written on the back of a napkin"



8

Current Absentee Tasks

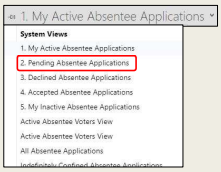
Absentee Sources in WisVote

Online Application Source

Only available if voter went through MyVote

ALL MyVote Absentee requests now appear in WisVote

No need to manually enter in WisVote



9

Current Absentee Tasks

Absentee Sources in WisVote

Online Application Source

MyVote will require Photo ID if not already on file & request requires it!

Lists acceptable photo ID options

Warning that Selfies are unacceptable

Photo ID example picture

Accepts all standard photo and document file types

10

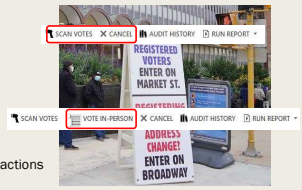
Current Absentee Tasks

In-Person Absentee

Not available until July 26th for Partisan Primary

Not available = button hidden in WisVote

Restriction applies to **ALL** in-person absentee transactions



11

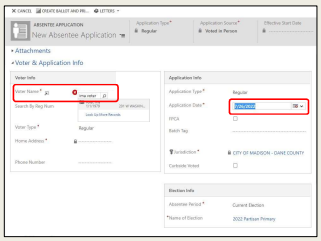
Current Absentee Tasks

In-Person Absentee

Do not enter In-Person ballots any other way

Confirm date is correct, if not entering real-time

Application, ballot, & return status in one step



12

Current Absentee Tasks

In-Person Absentee

Important Information

NO Absentee Applications can be accepted in-person outside IPAV timeframe!

This includes voters requesting ballots by mail

Can enter IPAV hours in WisVote to appear in MyVote

>50 days before an election: Chapter 4.11 – Election Specific Absentee Options

<50 days before an election: Chapter 4.02 – Election Plans and Absentee Information

13

Current Absentee Tasks

Ballot Sent Date

Make sure all active ballots have sent date!

Reduces questions from Voters:
Sent date visible on MyVote

Assists WEC staff with required reporting

14

Current Absentee Tasks

Ballot Sent Date

Date Ballot Sent populates the following ways

Option w/ Batch Absentee Ballot (allows future date)

USPS scan of Intelligent Mail Barcode (IMB)

Create Ballot and Print button (defaults to today's date)

Manually use Set Ballot Sent Date button (up to 50 at a time)

Mailing Id	Date Ballot Sent ↓
3.411.026	7/26/2022
3.411.021	7/13/2022
3.409.735	6/28/2022
3.409.736	6/28/2022
3.409.734	6/28/2022
3.409.720	6/27/2022

Mailing Id	Date Ballot Sent
6.036.309	
6.026.654	
6.035.657	
6.043.358	
6.035.819	
6.040.976	
6.036.011	
6.045.913	
6.030.260	
6.043.490	

15

Current Absentee Tasks

Ballot Sent Date

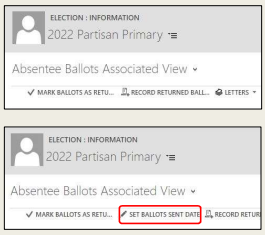
Set Ballot Sent Date Button

Hidden until a record is selected (checkmark)

Can update multiple records

Will only update selected records

Refresh grid view to see updates



16

Current Absentee Tasks

Ballot Sent Date

Defaults to current date

Clicking in date field opens calendar

Select Date, click OK

Can change sent date multiple times if needed

17

Current Absentee Tasks

Ballot Sent Date

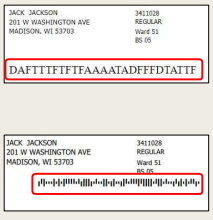
Intelligent Mail Barcodes

Allows basic tracking of absentee ballots

Available on WisVote labels, delivery method = mail

First scan (intake) updates Ballot Sent Date field

Adds additional information in MyVote



18

Current Absentee Tasks

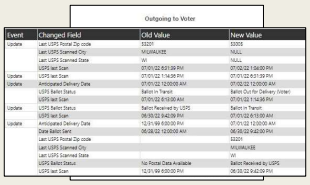
Ballot Sent Date

Intelligent Mail Barcodes

Absentee Ballot record shows most recent scan

Ballot Audit History shows full tracking history

Tracking scan not perfect!!



19

Current Absentee Tasks

Ballot Sent Date

Intelligent Mail Barcodes

Barcode illegible – smudged, dirt, etc.

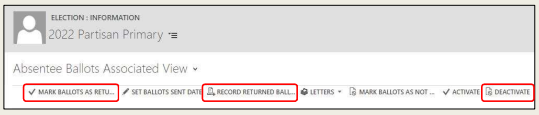
Envelope missed by equipment

Envelope never leaves local Post Office

20

Current Absentee Tasks

Returned Ballots in WisVote



Three buttons for marking ballots returned status

All useful and cover different circumstances

21

Current Absentee Tasks

Returned Ballots in WisVote

Mark Ballot as Returned	MARK BALLOTS AS RETU...	Voted ballot returned, no issues Can record up to 50 on same page
Record Returned Ballot	RECORD RETURNED BALL...	Includes several other active ballot statuses Record one ballot at a time
Deactivate Ballot	DEACTIVATE	Offers only statuses that will inactivate ballot Some will deactivate application(s) as well

22

Current Absentee Tasks

Returned Ballots in WisVote

Mark Ballot as Returned

Similar to Set Ballot Sent Date process

Applies Returned Status and selected Date

Will apply to all selected records on a page

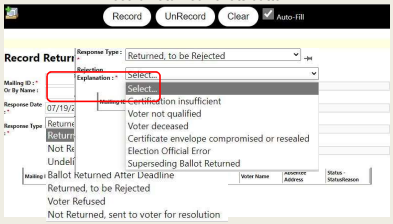
Date can be changed by selecting record and choosing new date

23

Current Absentee Tasks

Returned Ballots in WisVote

Record Returned Ballots button



24

Current Absentee Tasks

Returned Ballots in WisVote

Record Returned Ballots button

Mailing ID	Response Date	Response Type	Election Name	Voter Status	Voter Name	Absentee Address	Status - StatusReason
3411026	07/01/2022	Voter Refused	2022 Partisan Primary	Active	Voter, Ima	201 W WASHINGTON AVE, MADISON, WI 53703	Active - Voter Refused
6036309	07/01/2022	Returned, to be Rejected	2022 Partisan Primary	Active	Jackson, Jack	2030 E MIFFLIN ST, MADISON, WI 53704	Active - Returned, to be Rejected

Grid will populate with each transaction

Correct scanning/entry mistake by entering same record w/ correct status

25

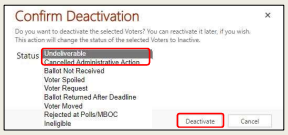
Current Absentee Tasks

Returned Ballots in WisVote

Deactivate Ballot button

No options keep ballot record active

Can only choose one ballot at a time



26

Current Absentee Tasks

Returned Ballots in WisVote

Common Statuses & Meanings

Inactive Ballot Statuses

Status Reason	Definition
Undeliverable*	Returned by USPS undeliverable, Includes Temporary Away stickers!
Cancelled Administrative Action	Ballot record created in error
Ballot Returned After Deadline	Received after 8pm on Election Day
Voter Spoiled	Voter received, requests replacement
Voter Request	Voter received, does not want to vote it
Rejected at Polls/MBOC	Inactive status – AFTER ELECTION DAY!
Voter Moved**	Voter re-registered after ballot issued
Ineligible**	Voter deactivated after ballot issued

27

Current Absentee Tasks

Returned Ballots in WisVote

Common Statuses & Meanings

Active Ballot Statuses

Status Reason	Definition
Returned	Ballot returned by voter, no issues
Voter Refused	Does not want to vote, wants to keep Indefinitely Confined/Calendar Year request
Not Returned, sent to voter for resolution	Insufficient certification, returned to voter
Returned, to be rejected	Ballot marked to be rejected on Election Day

28

Current Absentee Tasks

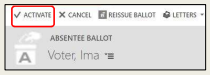
Returned Ballots in WisVote

Fixing errors

Mistakes happen

Clerks can reactivate ballots and applications

Activate button found on the grid and in record



29

Current Absentee Tasks

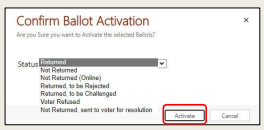
Returned Ballots in WisVote

Fixing errors

Can reactivate multiple ballots at once from Grid View

Select active status from confirmation box

When in doubt, contact WEC for assistance!



30

Current Absentee Tasks

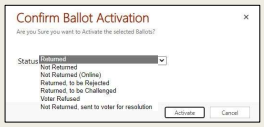
Returned Ballots in WisVote

Fixing errors

Remember to check associated applications

Activate button only activate the chosen ballot(s)

When in doubt, contact WEC for assistance!



31

Current Absentee Tasks

Deadlines and WisVote/MyVote Impacts

Absentee Deadlines

August 4, 2022 5:00 p.m.	Deadline for election-specific requests: Regular & Overseas voters Military Voters not away from home
August 5, 2022 5:00 p.m.	Deadline for Calendar Year & Indefinitely Confined: No Partisan Primary ballot, valid for General Election
August 9, 2022 5:00 p.m.	Deadline for Military Voters away from home

32

Current Absentee Tasks

Deadlines and WisVote/MyVote Impacts

After deadline(s)

MyVote election-specific option removed

Child applications no longer created for Partisan Primary from MyVote applications

WisVote users can still create election-specific applications

WisVote IC and Calendar Year requests will still create child applications

33

Upcoming Absentee Tasks

First General Election Absentee Deadlines

Deadlines are the same for all voter types:
Existing Absentee Requests – UOCAVA – September 22, 2022
Existing Absentee Requests – Regular & non-SVD – September 22, 2022

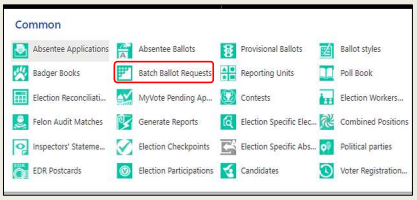
All UOCAVA ballots must be sent no later than 47 days before the election
WEC must report all late UOCAVA ballots to the US Department of Justice

No Absentee Applications can be accepted in-person outside IPAV timeframe!

34

Upcoming Absentee Tasks

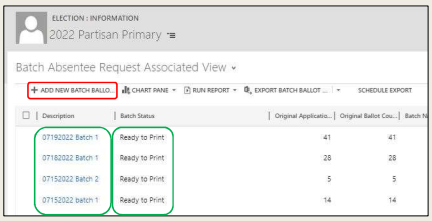
Batch Processing



35

Upcoming Absentee Tasks

Batch Processing



36

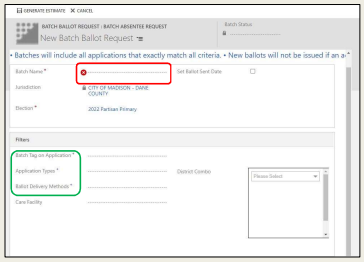
Upcoming Absentee Tasks

Batch Processing

Required: Batch Name

Blue cross = At least 1 field required

Do not have to enter all fields,
only lowest common denominator(s)



37

Upcoming Absentee Tasks

Batch Processing

Batch Name ≠ Batch Tag

Select Ballot Sent Date will assign same sent date to all records in batch

Can only set future date through Batch Process!

38

Upcoming Absentee Tasks

Batch Processing

Care Facility & District Combo are fully optional fields

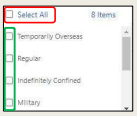
Still require Batch Tag, Application Type, or Ballot Delivery Method

39

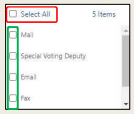
Upcoming Absentee Tasks

Batch Processing

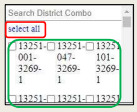
Application Type



Ballot Delivery Method



District Combos



Can select one option, all, or anything in between

Not necessary to choose all to get all!

40

Upcoming Absentee Tasks

Batch Processing

Generate Estimate -> Process Batch Request -> Print Labels

If batch fails or is stuck, deactivate and reenter

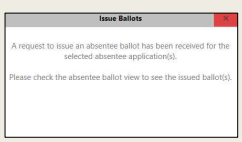
41

Upcoming Absentee Tasks

Creating Ballot Records

Create ballots from the appropriate election!

Contests and Candidates Checkpoints must be checked



Outside batch process, up to 50 records can be created at a time

42

Upcoming Absentee Tasks

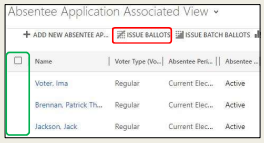
Creating Ballot Records

From Grid View

Select one or more records

Click Issue Ballots button

Close confirmation pop-up



Date Ballot Sent must be added manually!

43

Upcoming Absentee Tasks

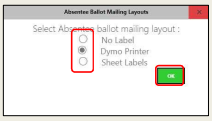
Creating Ballot Records

From Application Record

Click Create Ballot and Print button

Choose label option or no label

Ballot record creates w/ sent date, today's date



44

Upcoming Absentee Tasks

Label Printing

Dymo labels – 30256 Shipping (2"x4")

Sheet label – Avery 5163/8163 (10 per page)

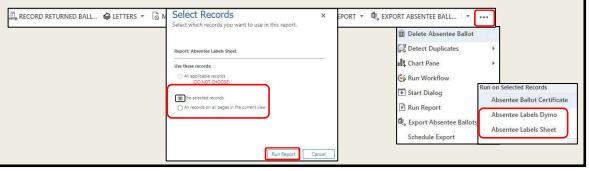
45

Upcoming Absentee Tasks

Label Printing

From open application record

From absentee ballot associated view



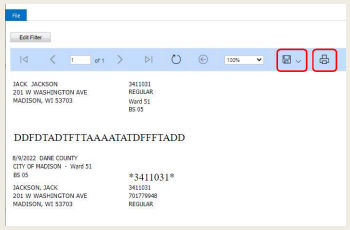
46

Upcoming Absentee Tasks

Label Printing

Can save report and print later

Print immediately using printer icon

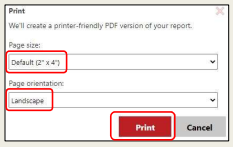


47

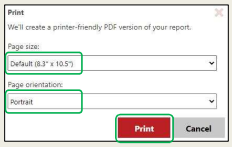
Upcoming Absentee Tasks

Label Printing

Dymo label



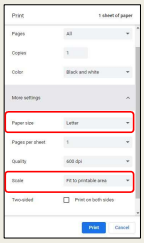
Sheet Label



48

Upcoming Absentee Tasks

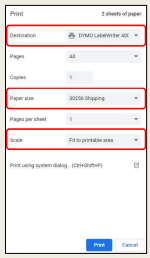
Label Printing



Confirm printer

Check paper size is correct

Scale = Fit to printable area

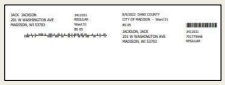


49

Upcoming Absentee Tasks

Label Printing

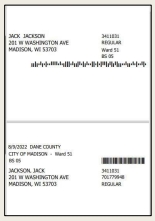
Sheet Label



Label Preview

Last chance to review!

Dymo Label



50

Upcoming Absentee Tasks

Troubleshooting and Settings

Dymo Labels – Direct Print

Dymo labels cut off or tiny print	Confirm label size set to 30256 Shipping Set Scale to "Fit to printable area"
Dymo not printing	Check connection w/ computer and power cable Confirm labels loaded & in correct direction

51

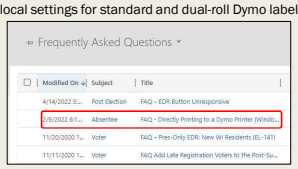
Upcoming Absentee Tasks

Troubleshooting and Settings

Dymo Labels – Save then Print

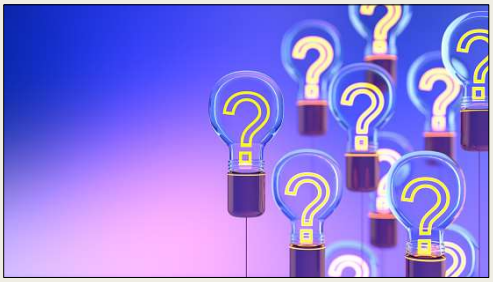
WisVote FAQ Current Issues tile

Includes local settings for standard and dual-roll Dymo label printers



52

Questions



53

Upcoming WisVote Webinars

WisVote Election Reconciliation

Tuesday, August 23, 2022 – 10:00 a.m.

2022 General Election in WisVote

Tuesday, September 20, 2022 – 10:00 a.m.

54

Absentee Resources

Election Administration Manual
(https://elections.wi.gov/resources/manuals/election-administration-manual)

Military and Overseas Voting manual
(https://elections.wi.gov/resources/manuals/military-and-overseas-voter-manual)

WisVote Manual – Chapter 3

55